

<Your Company Logo>

POLICY 2.06		LEAVES OF ABSENCE	
ORIGINAL DATE:		REVISION DATE:	
PURPOSE/PHILOSOPHY:			
<p>It is recognized that from time to time, employees may be required to take time off work for various reasons. <YOUR COMPANY NAME> is committed to ensuring that employees have the opportunity to take leave from work for bona fide reasons, and for other reasons as operational requirements allow.</p>			
POLICY:			
<p>A leave of absence with or without pay may be granted for the following reasons:</p> <ol style="list-style-type: none">1. Bereavement Leave;2. Jury/Court Duty;3. Compassionate Care Leave;4. Pregnancy Leave;5. Parental Leave;6. Family Responsibility Leave;7. Military Leave;8. Other approved reasons. <p>Employees who are within their probationary period are not entitled to a leave of absence other than Bereavement Leave, Jury/Court Duty, Compassionate Care Leave, Pregnancy Leave, Parental Leave or Family Responsibility Leave.</p> <p>A paid leave of absence, other than Bereavement Leave will not be granted to an employee who is within the probationary period.</p> <p>Employees are not permitted to be gainfully employed with another company while on any leave unless written approval is granted by the <INSERT APPROPRIATE TITLE>.</p> <p>Contractors are not entitled to any Leave of Absence.</p> <ol style="list-style-type: none">1. Bereavement Leave <p>Employees are entitled to up to three (3) days of paid leave for the three days that follow immediately after the date of notification of death of a member of the immediate family, if those three (3) days are working days. In addition, three (3) days of unpaid leave will be granted within the two (2) weeks following the notification of death of a member of the immediate family.</p> <p>The immediate family includes parents (or alternatively step-parents or foster parents), spouse, child, step-child, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, legal guardian or legal ward.</p> <p>Bereavement Leave may be granted to employees who are on vacation or sick leave. In this event, the employee will be entitled to reschedule vacation days at a time approved by a Manager.</p> <p>Bereavement Leave will not apply when an employee is on an unpaid leave of absence.</p>			

2. Jury/Court Duty

Any employee who is required for jury selection, jury duty, or a coroner's inquest, or who is subpoenaed to serve as a witness in a court action which him/herself is not a party to the proceedings, on a day that he/she would have normally worked, will be granted time off without pay. **Managers**, with approval from the **<INSERT APPROPRIATE TITLE>**, may grant employees time off for jury/court duty with pay, as an exception to this policy.

If time off for jury/court duty is granted with pay, employees are expected to reimburse **<YOUR COMPANY NAME>** any monies paid by the court system as remuneration for jury/court duty.

When an employee is excused from Jury/Court Duty she/he is expected to return to work if not less than **two (2)** hours of work could be performed within the time frame of a regular workday.

3. Compassionate Care Leave

Any employee may be granted a leave without pay for up to **eight (8)** weeks to provide care or support to a family member (as defined in Bereavement Leave, above) if a medical practitioner issues a certificate stating that the family member has a serious medical condition with a significant risk of death.

Employee's requesting a Compassionate Care Leave must provide a copy of the medical practitioner's certificate to a Manager prior to commencing the leave.

Compassionate Care Leave will cease upon the death of the family member or the expiration of the maximum of **eight (8)** weeks of leave.

Employees may receive a further leave, up to a maximum of **eight (8)** weeks, providing they obtain a new certificate from a medical practitioner.

4. Pregnancy Leave

Employees are entitled to pregnancy leave as outlined in **<INSERT APPROPRIATE LEGISLATION>**.

During Pregnancy Leave, employees will continue to accrue benefits in the benefit plan, provided that the employee continues to pay her share of any joint contribution to the plan.

During Pregnancy Leave, employees will continue to accrue vacation leave at her regular rate, but will not continue to accrue vacation pay.

If, after Pregnancy Leave, an employee is unable to perform her duties, then an additional leave may be granted according to the **<INSERT APPROPRIATE LEGISLATION>** (Parental Leave)

5. Parental Leave

Employees are entitled to parental leave as outlined in **<INSERT APPROPRIATE LEGISLATION>**.

During Parental Leave, employees will continue to accrue benefits in the benefit plan, provided that the employee continues to pay her/his share of any joint contribution to the plan.

During Parental Leave, employees will continue to accrue vacation leave at his/her regular rate, but will not continue to accrue vacation pay.

6. Family Responsibility Leave

Employees are entitled up to **five (5)** days of unpaid leave during each year of employment to meet responsibilities related to:

- The care, health or education of a child in the employee's care, or;
- The care or health of any other member of the employee's immediate family.

Paid Sick Days may be used for Family Responsibility Leave for no more than **two (2)** consecutive days, if the employee has paid sick leave entitlement. The use of a paid Sick Day as a Family Responsibility Day is considered one of the **five (5)** Family Responsibility Days that an employee is entitled to.

7. Military Leave

Any employee who is a member of the **<Canadian/American>** Forces Reserves may receive a leave of absence, not exceeding **two (2)** weeks, to undergo his/her annual training program. A longer leave may be approved in special circumstances.

Military leave will be in addition to annual vacation and will be leave **without** pay.

8. Other Approved Reasons

Unpaid Leave of Absence for other reasons may be granted to employees upon the approval of the **<INSERT APPROPRIATE TITLE>**.

All accrued and unused vacation time and sick leave must be used prior to commencing any unpaid leave of absence for reasons other than listed above (# 1 to 7). Sick leave and vacation pay and entitlement will not be accrued during an unpaid leave of absence.

PROCEDURES:

Employees seeking a Leave of Absence for any reason are required to complete a Leave of Absence Request form and submit it to a **Manager** with notice as required by law, or as much notice as possible.

The **Manager** and/or **<INSERT APPROPRIATE TITLE>** will approve/deny the Leave of Absence within **one (1)** week of receiving the Leave of Absence Request Form and notify the employee, in writing, of their decision.

The **Manager** will ensure that both the Leave of Absence Request Form and the notification of approval/denial are kept in the Personnel File.

Employees must maintain appropriate contact with their **Manager** during their Leave of Absence and provide any documentation requested in a timely manner.

APPROVAL: (SIGNATURE)		DATE:	
APPROVAL: (NAME/TITLE)		EFFECTIVE DATE:	